

## **Reports – Discipline Letters**

Discipline letters function in a slightly different manner than other Sapphire Reports. Once a letter has been added to the report menu, it is up to the district to set up how they want the report to run as well as what verbiage they wish to use. Even though all letters will appear in the reports menu for all schools, the text and setup parameters of each letter may be different from building to building.

Before being run, you will encounter an options page where you can choose how the letter is to be run. Additionally, if you have the applicable security rights, you may change the setup of the letter and edit the text that will appear when the letters are generated.

Discipline Letters generate in a format designed for a standard #10 Window Envelope with the address appearing roughly 2 inches below the top of the page.

### **Screens:**

- 1) Reports > Discipline > [attendance letter name]

### **Security Rights:**

- 1) Set Report Options
- 2) Report Category – Attendance

### **Related Screens:**

- 1) Screens > Enrollment > Letters Sent
- 2) Screens > Enrollment > Letters Sent (Multiple Student)

The options screen is divided into four tabs.

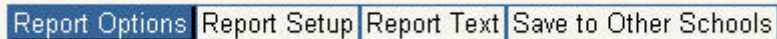


Figure 1 – Discipline Letter Options Page Tabs

## Report Options

A screenshot of the 'Report Options' tab in a web application. The form contains several fields: 'School' is set to 'K12 High School'; 'Incident Date(s)' has a 'From' date of '10/14/2007' and an empty 'To' date field; 'Grade Level' is set to '{All}'; 'Student ID(s)' is an empty text box with a note below it: '(Optional. Leave blank for all students. For multiple students, enter the student IDs separated by commas.)'; 'Print Order' is set to 'Name'; 'Print Report For' is set to 'Receives Mailers'; 'Mark Students as Letters Sent' is set to 'No'; and 'Output' is set to 'PDF'.

Figure 2 – Report Options Tab

The Report Options tab determines which students will have a letter generated for them when the report is run.

**Incident Date:** The date range here will search for discipline items that occur during the dates specified. To search for discipline items on a specific date, only the “from” date needs to be entered. For example, a from date of 9/18/2007 and a blank “to” date will look for discipline items that occurred on 9/18/2007, but a “from” date of 9/18/2007 and a “to” date of 9/26/2007 would include any discipline items that occurred between 9/18 and 9/26 of 2007.

**Grade Level:** Filter the report to just run a single grade level. It is advisable to use this filter if you think that you will be generating more than one hundred letters.

**Student ID(s):** To filter the letters to just run for a few students, you may enter their Student IDs, separated by commas(ex. 10001,10002,10003, etc.)

**Print Order:** Set the order of the students for this print run.

**Print Reports For:** This determines what address is put on the letter and how many letters are generated for each student:

- 1) **Receives Mailers:** One letter will be generated for each Contact on the student’s record with Receives Mailers set to Yes. The address listed for that Contact will appear on the letter. If no contacts are set to receive mailers for a student, a letter will not be generated.

- 2) Student Address: One letter will be generated per student. The address listed on the Student tab of the contacts area of the Student Demographics screen will be listed on the letter.

**Mark Students as Letters Sent:** If this option is set to Yes, then the letter will be marked on the student's record as having been sent for this particular discipline item. This letter will no longer be generated for this student in future runs of this report for the current school year. If the option is set to No, then the letter will not be marked as having been sent, and will generate for the student every time this report is run. To check what letters have been sent for a student, or to mark a letter as not having been sent, use the Screens > Enrollment > Letters Sent screen.

**Also Print Attendance History:** If this option is set to Yes, then a second window will open up and run the Student Attendance Portfolio for each student receiving a letter.

## Report Configuration

The next 3 tabs (Report Setup, Report Text, Save to Other Schools) determine the configuration of the letter. You must have the correct security rights to make any changes to these tabs. All three tabs contain a “Save Parameters” button that can be used by an administrator to save the configuration and text of a letter. Items on the Report Options tab are not saved, but will always load as preset defaults.

### Report Setup

**Action Codes:** ☒ 001 - Warning  
002 - Detention  
005 - Evening Detention  
008 - Loss of Driving Privilege

**Infraction Codes:** ☐ 001 - cut homeroom  
002 - skip homeroom  
003 - late to school  
004 - late to school (after 8:00)

**Letterhead:** Use Default

**Regarding Line:**

Figure 3 – Report Setup Tab

The first thing that must be determined is whether the report will look for specific Action codes or specific Action Codes. Click on the radio button next to whichever codes will be used for this report.

**Action Codes:** Will generate a letter if a student any discipline item containing at least one of the selected action codes.

**Infraction Codes:** Will generate a letter if a student any discipline item containing at least one of the selected infraction codes.

**Letterhead:** Here you may choose which letterhead option to have appear on the letter:

- 1) **Use Default:** Uses the program default letterhead

10/14/2007  
Sara Alberts  
Grade: 12 Student ID: 10001  
RE:

**Discipline Notification**  
**K12 High School**  
1123 Jefferson Ave | Allentown, PA 18123-3211

- 2) **Leave Blank:** Leave 2 inches of blank space at the top of the letter for preprinted district letterhead.

**Regarding Line:** Text placed here will appear after “RE:” if the Default Letterhead is used.

## Report Text

This letter is to inform you that your child has been placed in detention on the following date(s) for the reason(s) stated below:

Date(s) of Detention: %ACTION\_DATES%

Reason(s) for Detention:  
%INFRACTION\_LIST%  
%COMMENTS%

Detention runs from 2:30 to 3:30 p.m. At the conclusion of detention, students are permitted to wait in the lobby area or outside of the building. Transportation for detention is NOT provided by the district. You will be provided with at least twenty-four hours advance notice of detention assignments. Students who refuse to serve detention will be suspended in-school for one day. Their detention will be reassigned for a different date.

If you have any questions regarding this disciplinary notice, we can be reached at 987-456-1111 between the hours of 7:00 a.m. and 3:30 p.m.

Sincerely,

Key Words:

%FIRST_NAME%=Student First Name	%LAST_NAME%=Student Last Name
%GRADE_LEVEL%=Student Grade Level	%ID%=Student ID
%DATE%=The Current Date	
%INCIDENT_DATE%=The date of the incident	%COMMENTS%=Incident Comments
%INFRACTION_LIST%=List of infraction descriptions	%ACTION_DATES%=List of all action start/end dates

**Figure 4 – Report Text Tab**

The body of the letter should be entered in the text box on this tab. Letters should be limited to one page of text.

**Note:** Copying formatted text from a word document may have unexpected results when that information is pasted into the Report Text area. It is recommended that you either type the text in that you wish to use or first copy and paste the wording into a non-rich text formatting program (such as Notepad). This will guarantee that the letter is formatted correctly.

**Key Words:** Certain “key words” may be entered into the Report text body. When the letters are generated, information related to the current student will be substituted for these key word. Keywords will always begin and end with the percent symbol(%).

Some of these keywords are:

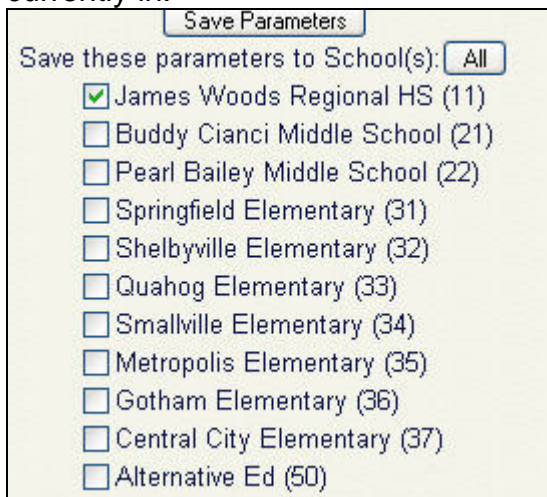
- %FIRST\_NAME%: The student's first name
- %LAST\_NAME%: The student's last name
- %ID%: The student's district ID number
- %GRADE\_LEVEL%: The student's current grade level
- %DATE%: The current date (ex. 09/26/2007)
- %INCIDENT\_DATE%: The date of the discipline item.
- %COMMENTS%: The Comments from the incident.
- %INFRACTION\_LIST%: This will display a comma-separated list of the descriptions all infractions on a specific incident.

- %ACTION\_DATE\_LIST%: This will display a comma separated list of all date ranges pertaining to a specific incident. If only a start date is entered on the action, then only the start date will display(9/17/2007). If both the start and end date are entered, then they will be displayed as a range (9/18/2007-9/20/2007).

Other key words may be available to you. Available key words will be listed below the Report Text box.

### Save to Other Schools

Discipline Letter Parameters are saved by building. If you want multiple buildings to use the same layout, you may select other buildings from the Save to Other Schools tab. Parameters will always be saved for the building that you are currently in.



The screenshot shows a dialog box titled "Save Parameters". Inside, it says "Save these parameters to School(s):" followed by a button labeled "All". Below this is a list of schools, each with a checkbox and its name followed by a number in parentheses. The first checkbox is checked.

Save these parameters to School(s):	Selection
James Woods Regional HS (11)	<input checked="" type="checkbox"/>
Buddy Cianci Middle School (21)	<input type="checkbox"/>
Pearl Bailey Middle School (22)	<input type="checkbox"/>
Springfield Elementary (31)	<input type="checkbox"/>
Shelbyville Elementary (32)	<input type="checkbox"/>
Quahog Elementary (33)	<input type="checkbox"/>
Smallville Elementary (34)	<input type="checkbox"/>
Metropolis Elementary (35)	<input type="checkbox"/>
Gotham Elementary (36)	<input type="checkbox"/>
Central City Elementary (37)	<input type="checkbox"/>
Alternative Ed (50)	<input type="checkbox"/>

**Figure 5 – Save to Other Schools Tab**

## Example Letter

10/14/2007  
Sara Alberts  
Grade: 12 Student ID: 10001  
RE:

### Discipline Notification

K12 High School  
1123 Jefferson Ave | Allentown, PA 18123-3211

Sara Alberts  
123 Sesame Street  
Apt. 3  
Allentown, PA 18103-1212

This letter is to inform you that your child has been placed in detention on the following date(s) for the reason(s) stated below:

Date(s) of Detention: 12/07/2005, 12/12/2005, 12/14/2005

Reason(s) for Detention:  
fighting, profanity

Detention runs from 2:30 to 3:30 p.m. At the conclusion of detention, students are permitted to wait in the lobby area or outside of the building. Transportation for detention is NOT provided by the district. You will be provided with at least twenty-four hours advance notice of detention assignments. Students who refuse to serve detention will be suspended in-school for one day. Their detention will be reassigned for a different date.

If you have any questions regarding this disciplinary notice, we can be reached at 987-456-1111 between the hours of 7:00 a.m. and 3:30 p.m.

Sincerely,

Principal Name